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UNITED STATES CIVIL SERVICE COMMISSION  
Office of the Executive Director  
Interagency Advisory Group  
1900 E Street, N.W.  
Washington, D. C. 20415

Minutes of the IAG Committee on  
Development and Training

December 2, 1977

Opening Comments

James R. Beck, Jr., Director, Bureau of Training chaired the meeting.

Mr. Beck introduced and welcomed the Civil Service Commission Regional Training Center Directors who were attending the meeting both as observers and participants. Attendance at the meeting was in conjunction with a week-long CSC Training Managers' Conference.

Employee Selection Procedure Guidelines

Mr. Frank Masterson, Bureau of Training reported on and made available copies ✓ of the draft Uniform Guidelines on Employee Selection Principles. These draft guidelines consist of a set of proposals which are designed to assist employers, labor organizations, employment agencies and licensing and certification boards to comply with requirements of Federal law with respect to employment practices which discriminate on grounds of race, color, religion, sex and national origin. The Equal Employment Opportunity Commission, the Department of Labor, the Department of Justice, the Department of the Treasury, and the Civil Service Commission jointly have adopted these uniform guidelines to apply the same principles to Federal Government as are applied to other employers. It is expected that the guidelines will be published in the Federal Register early in December as proposed rulings, with agencies and other interested parties having a 60-day period in which to submit comments.

GAO Report

Ms. Connie Guitian, Bureau of Training gave a brief description of the GAO Report: "The Government Employees Training Act of 1958: A Progress Report," dated November 17, 1977. The report indicated that since the Congress enacted the 1958 Government Employees Training Act, progress has been made in the design and use of advanced training management methodologies. However, persistent problems in managing and evaluating training programs make the value of training difficult to measure.

The report assesses the progress made since 1967 by the Civil Service Commission and the departments and agencies in meeting congressional recommendations for improving management of training programs. The report also assesses whether the act needs revision. Copies of the report have been sent to all members of the IAG Committee on Development and Training

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### Regional Training Councils

Mr. Tony Sessa, Jr., Philadelphia Regional Training Center Director, Civil Service Commission; and Mr. Lavar Neusuwander, San Francisco Regional Training Center Director, Civil Service Commission; gave a presentation on Intergovernmental Training Councils in the regions. They stated that the Intergovernmental Training Councils in the regions are quite active and the main objectives of most councils are:

- to provide for personal development of its members
- to explore a means for and encourage the interchange of training information, ideas and materials
- to improve the coordination of interagency training and make maximum use of Federal, state and local resources
- to recommend improvements on policies and procedures affecting training at the Federal, state and local governmental levels.

Mr. Sessa and Mr. Neusuwander gave examples of specific activities of the Training Councils in their regions and suggested to the IAG that they encourage their field personnel to participate fully in the Regional Training Councils.

### Federal Personnel Management

Mr. Jim Brogan, Bureau of Training, discussed the Federal Personnel Management Project - Task Group: Development of the Federal Workforce.

### New Training Objectives Instrument

Ms. Alice Blumer, Educational Technology Officer, Bureau of Training, gave a presentation on a new training product developed by the Educational Technology Office called RX: A Diagnosis and Prescription Technique for Training Objectives. This is a new training instrument on training objectives designed primarily for Federal trainers, although the product has wide applicability to trainers in any sector, public or private.

There are two basic parts to it; the diagnosis and the prescription part.

The diagnosis part contains a guidebook made up of:

- a self-administered questionnaire
- an optional, self-administered scoring system
- a series of resource prescription maps.

The prescription part consists of a resource collection made up of the following types of materials:

- reprints of significant articles from technical magazines and journals
- excerpts from papers, studies, etc.
- CSC and other Government training publications
- working tools which with only minor modifications could be applied to specific organizational uses
- case studies of on-the-job applications of principles relating to development and use of objectives
- bibliographies and summaries
- graphs, process models, etc.
- working guidelines.

The instrument and descriptive literature about the instrument will be available from the Bureau of Training in January 1978.

Professionalism: Training Officers Conference

Mr. Dick Indelicato, Bureau of Training reported on Professionalism: Training Officers Conference (TOC). TOC, which was founded in 1938, is one of the oldest professional organizations concerned with the improvement of the training function. TOC is concerned with: the disseminating of information on training trends, ideas, knowledges, skills and techniques to train specialists and line managers; the providing of opportunities for training personnel to develop wider contacts with colleagues in the training field; the improvement of the quality of training programs; the coordination of training activities and programs with other organizations and societies interested in training; the evaluation of qualification standards for those who work in training positions; and the recognition of those who are making new vital contributions to the training field.

TOC is unlike other professional organizations in that it operates in a rather informal way; that is, there are not constitutions, by-laws, dues, formal procedures, or membership lists. Instead there is an Executive Committee and a group of officers who attend to the policy-making and programming necessary to the execution of its leadership role.

Specific programs of TOC include monthly luncheon meetings, an annual institute, and an annual awards program. The IAG was encouraged to participate and have their staffs participate in the activities of the TOC.

#### EDS Effectiveness Study

Mr. Neal Chalofsky, Bureau of training, spoke on the status of the EDS Effectiveness Study. The EDS Effectiveness Study is a long-term research and consultation effort by the Bureau of Training. Mr. Chalofsky mentioned FPM 410-85, the study's first product, and then discussed the EDS Curriculum Plan. The Curriculum includes an updated version of the roles, tasks and competencies in 410-85 as well as outlines of almost 40 learning modules. A short 1-2 day working conference will be held in January for the purposes of:

- identifying ways to collect information
- sharing information
- implementing curriculum

Mr. Chalofsky asked for the names of interested agency personnel who would like to participate in the conference. Contact Neal Chalofsky on 632-6164.

#### Annual Training Report

Mr. Cloyd McFarland, Bureau of Training reported that the Quarterly Training Report for the First Quarter FY 1977 was about to be mailed to agencies from the Bureau of Training. Mr. McFarland identified a major problem, i.e.:

- The First Quarter Report will be 47% incomplete because of late submissions or no submissions by agencies. There are 20 agencies with more than 25% incomplete reporting and a few agencies with no submissions.

The Bureau of Training will continue to follow-up with submitting offices. The IAG was encouraged to follow-up within their agencies for timely submission of the Training Reports.

Next Meeting: Friday, January 27, 1978